

Healthy Homes Partnership

Fiscal Year 2014 Request for Applications

APPLICATION DEADLINE: July 7, 2014



**U.S. Department of Agriculture
National Institute of Food and Agriculture**

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE

Healthy Homes Partnership

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under **10.500**.

DATES: Applications must be received by **5:00 p.m. Eastern Time** on July 7, 2014. Applications received after this deadline will normally not be considered for funding (see Part IV, C. of this RFA). Comments regarding this request for applications (RFA) are requested within 6 months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider the comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this Notice to: Policy and Oversight Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: Policy@nifa.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the **Healthy Homes Partnership** RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Healthy Homes Partnership (HHP) for fiscal year (FY14) for a public outreach education program that will reduce housing deficiencies and risks associated with childhood diseases and injuries. The amount available to support this program in FY 2014 is approximately \$225,000. Funding for this program is provided from U.S. Department of Housing and Urban Development (HUD) Office of Healthy Homes and Lead Hazard Control (OHHLHC) to NIFA through an Interagency agreement.

This notice identifies the objectives for HHP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a HHP grant.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

7 USC 3318(b)– United States Department of Agriculture National Institute of Food and Agriculture (USDA/NIFA) may use a grant agreement as the legal instrument reflecting a relationship among NIFA, a state cooperative institution, and another federal agency, if the objectives of the agreement serve a mutual interest of the parties to the agreement in agricultural research, extension, and teaching activities and all parties contribute resources to the accomplishment of the project objectives.

B. Purpose and Priorities

The purpose of the HHP is to link resources of the United States Department of Agriculture, National Institute of Food and Agriculture (USDA/NIFA) and the state land-grant universities with the United States Department of Housing and Urban Development’s Office of Healthy Homes and Lead Hazard Control (HUD/OHHLHC) for a public outreach education program that will reduce housing deficiencies and risks associated with childhood diseases and injuries.

The objective of the HHP is to foster work through USDA/NIFA with the land-grant universities in the Cooperative Extension System (CES) to assist with implementation of the federal interagency priorities for “Advancing Healthy Housing – A Strategy for Action” by specific contributions of USDA/NIFA through Extension to support: Goal 4: Educate the Public About Healthy Homes, http://portal.hud.gov/hudportal/documents/huddoc?id=stratplan_final_11_13.pdf. This program supports Objective 1.2 Create Thriving Communities of the USDA Strategic Plan for FY 2010-2015. Finally, this program aligns with the Division of Family & Consumer Sciences Portfolio Focus Goal 4: Enhancing Quality of Home and Community Living, http://www.nifa.usda.gov/nea/family/res/pdfs/fact_sheet_con_svs.pdf

NIFA is soliciting applications for the HHP that include all of the following areas:

- 1) Implementation of outreach education through multi-state healthy homes training for problem solving to support the goal of educating the public about Healthy Homes.
- 2) Development of technology based education information related to Healthy Homes for targeted audience(s).
- 3) Evaluation of Healthy Homes programs to determine impacts/outcomes of the training for general public.

C. Program Area Description

The proposed project will be coordinated through the Cooperative Extension System by a land grant university institution; administered at the state level through land-grant universities in at least six states; and delivered locally through regional/county extension educators in the selected states.

Funds may be used for salary of personnel, travel expenses and/or supplies; however, this funding will be limited to \$45,000 of the award. Coordination of the project will focus on managing sub awards to at least six states with the total funding allocation up to \$180,000, including indirect costs for the coordinating institution and/or sub awardees. The grantee will develop a system for soliciting and reviewing of proposals for distribution of sub awards to execute the project deliverables.

The grantee will coordinate outreach education programs in at least six states to pilot implementation of the Healthy Homes toolkit curriculum, including promotion of the *Help Yourself to a Healthy Home* booklet and content information. This pilot training will be conducted for educators who will deliver training for the general public through the designated healthy homes curriculum.

The states will be selected through a competitive process organized by grant recipient with representatives from HUD/OHHLHC and USDA/ NIFA on a selection committee. All states selected will provide training for educators to implement the Healthy Homes curriculum. Funding for sub awards should be based on scope of the project implementation for Healthy Homes and completion of the deliverable(s) outlined below:

- Develop a series of webinars to coincide with resource information in the Healthy Homes toolkit and the “Help Yourself to Healthy Homes” educational materials. Conduct webinars to train state project managers and regional/county extension educators within selected states in using the Healthy Homes materials. (Train-the trainer model).
- Utilize information from Healthy Homes toolkit to transfer technology using social media applications to include, but may not be limited to facebook, twitter, YouTube, and Google + presentations.
- Develop or continue existing Healthy Homes Advisory Committees in selected states for guidance in project implementation and identification of emerging needs.
- Establish a network for sharing and exchange of information among the state partners, including a communication network for the Healthy Homes Advisory Committees in the selected states.
- Conduct assessment of the requirements and cost for developing a tablet and phone application with Healthy Homes information.

The coordinating land grant institution will work with the selected states to identify evaluation data to be collected, so the metrics are the same in each state. The coordinating institution will compile the evaluation data from the Healthy Homes projects in the selected states.

PART II—AWARD INFORMATION

A. Available Funding

The amount available for NIFA support of this program in FY 2014 is approximately \$225,000. There is no commitment by USDA to fund any particular application or to make a specific number of awards. Funding for this program is provided from U.S. Department of Housing and Urban Development (HUD) Office of Healthy Homes and Lead Hazard Control (OHHLHC) to NIFA through an Interagency agreement.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see http://www.nifa.usda.gov/business/method_of_payment.html.

B. Types of Applications

In FY14, you may submit applications to the HHP Program as a new application:

New application. This is a project application that has not been previously submitted to the HHP Program. We will review all new applications competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

The Healthy Homes award support Extension projects. The amount of the sub awards will vary depending on the scope of the Healthy Homes project to be implemented by the state and/or completion of other project deliverable(s). The pilot project will be completed in one year. Recipients may not be eligible for a no-cost extension. Any unexpended funds must be returned to the U.S. Treasury.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by land-grant institutions in the U.S. and its territories. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

B. Cost Sharing or Matching

There is no requirement for cost sharing or matching funding.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For an overview of the Grants.gov application process see <http://www.grants.gov/web/grants/applicants/grant-application-process.html>.

New Users of Grants.gov

Prior to preparing an application, we recommend that the PD/PI first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed **PRIOR** to submitting an application. It can take as long as 2 weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **“Register” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>) for information on registering the institution/organization with Grants.gov.** Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains additional explanatory language regarding the registration process.

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. Under Step 1 click on “Download a Grant Application Package,” and enter the funding opportunity number **USDA-NIFA-EXCA-004538** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide.” This guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on

the Grants.gov website (<http://www.grants.gov/web/grants/applicants/applicant-resources.html>). Grants.gov assistance is also available at:

Grants.gov customer support

800-518-4726 Toll-Free or 606-545-5035

Business Hours: 24 hours a day, 7 days a week. Closed on [federal holidays](#).

Email: support@grants.gov

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. ET). Get help now!

Have the following information available when contacting Grants.gov:

- Funding Opportunity Number (FON)
- Name of agency you are applying to
- Specific area of concern

See <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., PDF) in Part III section 3. of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

Grants.gov provides online tools to assist if you do not own PDF-generating software. You will find PDF conversion software at <http://test.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html>.

For any questions related to the preparation of an application, review the NIFA Grants.gov Application Guide and the applicable RFA. If assistance is still needed for preparing application forms content, contact:

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding federal holidays.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

2. SF 424 R&R Project/Performance Site Location(s)

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of the HHP. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

b. Field 8. Project Narrative.

NOTE: The Project Narrative shall not exceed 10 pages of written text regardless of whether it is single- or double-spaced and up to 4 additional pages for figures and tables. We have established this maximum (14 pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

NOTE: Appendices (limited to 4 pages as described above) to the Project Narrative are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. The Project Narrative must include all of the following:

a. Introduction: Include a clear statement of the long-term goal(s) and supporting objectives of the proposed activities. Describe ongoing or recently completed significant activities that relate to the proposed project including the work of key project personnel. Include preliminary data/information pertinent to the proposed project. In addition, this section should include in-depth information on the following, when applicable:

- (1) Estimates of the magnitude of the issues and their relevance to stakeholders and to ongoing state-federal food and agricultural research, education and extension programs.
- (2) The role of stakeholders in problem identification, planning, implementation, and evaluation as appropriate.
- (3) Reasons for performing the work at the proposing institution.

b. Objectives: All applications must include a statement(s) of specific aims of the proposed effort in clear, concise, complete, and logically arranged terms.

c. Methods: Explicitly state the procedures or methodology you will apply to the proposed effort. This section should include but not necessarily be limited to, descriptions of:

- (1) stakeholder involvement in problem identification, planning, implementation and evaluation;
- (2) proposed project activities, listed sequentially;
- (3) techniques to be employed in this project, including their feasibility and rationale;
- (4) expected results;
- (5) how extension and education activities will be evaluated;
- (6) how data will be analyzed or interpreted;
- (7) plans to communicate results to stakeholders and the public;
- (8) pitfalls that might be encountered; and
- (9) limitations to proposed procedures.

d. Project Timetable: The proposal should outline all important phases as a function of time for the entire project, including periods beyond the grant funding period.

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. This section of the Guide includes information about the people who require a Senior/Key Person Profile, and details about the Biographical Sketch and the Current and Pending Support, including a link to a suggested template for the Current and Pending Support.

5. R&R Personal Data – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

a. Field H. Indirect Costs – Full negotiated rate allowed.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

a. Field 2. Program to which you are applying. Enter the program code name (i.e., enter “Healthy Homes Partnership”) and the program code (i.e., enter “HHP”).

b. Field 8. Conflict of Interest List. See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.

Applications must be received by Grants.gov by COB on July 7, 2014 **(5 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding.

If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.

We send email correspondence to the AR regarding the status of submitted applications. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 15 days of the established deadline, contact the Agency Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

NIFA has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities. Funding may only be utilized for the priorities outlined in this RFA.

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, section 1.9 in the document entitled “NIFA Grants.gov Application Guide.”

For information about the **status of a submitted application**, see Part III., section 6. of the NIFA Grants.gov Application Guide.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

We evaluate each application in a 2-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a review panel will technically evaluate applications that meet these requirements.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

We will use the evaluation criteria below to review applications submitted in response to this RFA:

1) Proposed Approach, Program Design and Methodology (Objectives and Methods)

This criterion is used to assess the soundness of the proposed approach. Elements considered include the adequacy of the scope of the project to produce expected outcomes/changes in knowledge, awareness, attitudes, and/or behaviors in targeted population; objectives; soundness/evidence-base of educational curricula to be used in the project; proposed activities and sequence of activities; participant recruitment; methodology and limitations of the proposed approach; project timeline; and expected new products and results.

2) Evaluation Design and Methodologies

This criterion is used to assess the adequacy of the evaluation design and evaluation methodology, and its capacity to measure the extent to which program objectives are met. Elements considered include: evaluation question(s), the methodological approach proposed for answering these questions, justification for the type of data to be collected, a data collection plan, data analysis plan, and strengths and limitations of the proposed evaluation approach.

3) Budget

This criterion is used to assess the extent to which the budget is appropriate to the project being proposed, and is cost effective. Elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and the proposed sub awards for collaborating institutions, and appropriateness of the budget relative to time committed to the project by key project personnel.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, we determine the academic and administrative autonomy of an institution by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 1801 Robert Fulton Drive, Suite 555, Reston, VA, 20191. Phone: (888) 349-7715. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, are kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process, to the extent permitted by law; therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis. This requirement is part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant shall be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations (parts 3015 and 3019 of 7 CFR), and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum:

- (1) Legal name and address of performing organization or institution to whom the director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by NIFA;
- (5) Project period, specifying the amount of time NIFA intends to support the project without requiring recompetition for funds;
- (6) Total amount of financial assistance approved for the award;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> to view NIFA award terms and conditions);

(10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

2 CFR Part 220—Cost Principles for Educational Institutions (OMB Circular A-21).

2 CFR Part 225—Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

2 CFR Part 230—Cost Principles for Non-profit Organizations (OMB Circular A-122).

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21, A-87, and A-122, now codified at 2 CFR Parts 220, 225 and 230), and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of departmental financial assistance.

7 CFR Part 3016—USDA Implementation of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (2 CFR Part 215).

7 CFR Part 3021—USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3022—Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

7 CFR Part 3407—USDA procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR 3430—Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in federally-assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in federally-assisted programs (implementing regulations are contained in 37 CFR Part 401).

D. Expected Program Outputs and Reporting Requirements

The grantees will submit initial project information and annual and summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions. Details of annual and final technical reporting requirements also are included in the award terms and conditions.

The grantee will be required to complete a mid-year progress report and submit to the managing National Program Leader; this information will be shared HUD/OHHLHC.

At the end of the project year, the grantee will be requested to prepare a final report for the project and to submit it to the HHP managing National Program Leader within 45 days of the project's expiration date. The report should summarize all significant activities undertaken towards achieving the outcomes of the project: basic demographics and total numbers of participants served and other figures (as appropriate) to facilitate comparing targeted project results with actual results, aggregated for the entire project; final numbers of participants who showed/reported significant changes in learning, actions or conditions; project list of all

educational materials (including web links when appropriate) produced by the project; and success stories and pictures showcasing project impacts. Project Directors will receive feedback on their reports from the managing NPL and will be encouraged to use the report as the basis for their REEport Final Technical Reports, due to NIFA within 90 days of the expiration date of the award. The grantee will also share a final report with HUD/OHHLHC.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Name: Beverly Samuel

Title: National Program Leader

Unit: Division of Family and Consumer Sciences

Location: 4427 Waterfront Centre

Full Address and Directions

Phone: (202) 720-6059

Fax: (202) 720-9366

Email: bsamuel@nifa.usda.gov

Administrative/Business Contact –

Name: Susan Bowman

Title: Branch Chief

Unit: Branch I

Location: 2240 Waterfront Centre

Full Address and Directions

Phone: (202) 401-4324

Fax: (202) 401-6271

Email: sbowman@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Access to Review Information

We will send copies of reviews, not including the identity of reviewers, and a summary of the panel comments to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. The awardee must request, and the ADO must approve in writing, all changes in approved goals or objectives prior to effecting such changes. In no event shall requests be approved for changes that are outside the scope of the original approved project.

c. The awardee must request, and the ADO must approve in writing, all changes in approved project leadership or the replacement or reassignment of other key project personnel, prior to effecting such changes.

d. The awardee must request, and the ADO must approve in writing, all transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not federal funds are involved, prior to instituting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended without additional financial support, for such additional period(s) necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. The terms and conditions of award include information about no-cost extensions of the award and when ADO's prior approval is necessary.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes, if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](#), for applicable definitions for this NIFA grant program.